



The City of Riverside Is Seeking An Experienced And Dynamic Leader To Serve As AIRPORT DIRECTOR

Be a part of this exciting, creative, team-focused environment where you can make a difference. This is an exceptional leadership opportunity in a fast-paced, customer-focused organization.



We invite you to join the City of Riverside, named one of “America’s Most Livable Communities.” Located in one of the fastest growing regions in the nation.

The Riverside Municipal Airport is located on over 500 acres, within Riverside Airport's Local Enterprise Zone and is in the midst of a major multi-million dollar renovation and expansion. The airport has approximately 110,000 flight operations annually, hosts an annual air show with over 70,000 visitors, and has an annual operating budget of over \$1,000,000.

THE POSITION

The Airport Director currently reports to the Assistant City Manager, and in coordination with the Airport Commission, will be a key member of the City's economic development team with responsibility for planning, organizing, and supervising the development, maintenance and operation of the Municipal Airport. The position also provides professional and technical assistance to the March Joint Powers Authority for non-military, aviation use at March Air Reserve Base.

Examples of other key duties include the following:

- Plan, organize, coordinate and supervise the development, maintenance, capital improvement, and operation of the airport in coordination with the Airport Commission.
- Promote the maximum utilization of the Airport assets, including development and expansion activities.
- Assure compliance with federal and state regulatory bodies.
- Establish and direct the enforcement of rules and regulations pertaining to Airport operation and safety.
- Promote, negotiate and administer the rental and leasing of Airport property and facilities.
- Prepare and monitor departmental operating and capital improvement budgets.
- Research airport management issues and prepare reports and recommendations for presentation to the Airport Commission, city management, and city council.
- Promote safety in Airport operations and services.
- Represent the Airport in the community, with other agencies, and resolve relevant public relations issues.
- Seek and coordinate private and/or public partnerships that facilitate the fulfillment of Airport and City goals.
- Select, train, supervise and evaluate subordinates.
- Actively promote opportunities at the airport and implement initiatives.

IDEAL CANDIDATE

The ideal candidate will possess a proven track record in airport economic development, project management, and airport operations. FAA grants administration, and finance and budget management along with successful experience in managerial effectiveness in addressing significant goals and projects.

The candidate selected will be a professional who:

- Has high expectations of him/herself and others and places tremendous importance on accountability.
- Is a gifted visionary who is also skillful at implementing change and improvement, and view change as a welcome opportunity.

It is the people that make Riverside special...

- Is naturally motivated, accountable, and results-driven.
- Practices superior interpersonal and communication skills to assist him/her and others with strengthening internal and external relationships with customers and stakeholders.
- Enjoys the leadership of people by placing a high degree of importance on professional development and proactively developing talent and capabilities in others.

- Exhibits an abundance of energy that is contagious resulting in sustainable momentum being evident throughout the organization.
- Possesses a sophisticated understanding and background in performance management and measurement.
- Demonstrates sound strategic thinking and judgment around complex and sometimes controversial issues and decisions.

EDUCATION AND EXPERIENCE

- Education: A Bachelor's Degree from an accredited college or university with major course work in business or public administration or a closely related field is required. Additional qualifying experience may substitute for two years of college on a year-for-year basis.
- Experience: Five years of airport management experience, including maintenance and operations activities. Airport management experience at the municipal or county level with responsibilities for rental and leasing of aviation facilities and marketing of airport facilities is highly desirable.

COMPENSATION

Salary range for the successful candidate is \$86,532 - \$108,288 annually. The City offers an attractive benefit package, the central provisions of which are as follows:

- **Retirement** - The City is a member of the State of California Public Employee's Retirement System (PERS) and uses the 2.7% at 55 formula. The City pays approximately \$659 to \$825 per month of the employee's contribution towards the State Retirement Plan (PERS).
- **Health Insurance** - The City offers three health insurance plans and contributions up to \$781 per month for employee and dependent coverage.
- **Dental Insurance** - The City provides two dental insurance plans and contributes \$45 per month.
- **Life Insurance** - The City provides and pays for term life insurance with accidental death and dismemberment equal to two times the annual salary plus \$1,000 to a maximum of \$300,000.
- **Deferred Compensation** - The City contributes up to \$200 per month to a deferred compensation plan for a minimum employee contribution.
- **Leave Benefits** - Includes all the typical vacation, sick leave, bereavement leave and holiday benefits.



It is the employees that make Riverside great.

THE COMMUNITY

Recently named one of "America's Most Livable Communities", Riverside is the largest city within one of the fastest growing regions in the country. As the 12th largest city in California, Riverside has a diverse population of more than 300,000, covering over 80 square miles. Strong elected, civic, and business leadership has enabled a diversified economy, balanced land uses, quality developments, cultural amenities, and a progressive outlook that supports the community today and well into its promising future.

The City is centrally located in the Santa Ana River Valley approximately 60 miles east of Los Angeles and 100 miles north of San Diego. As the City has continued to develop into one of the most economically powerful cities in Southern California, it has maintained its historic virtues and cultural roots.

CITY GOVERNMENT

The City of Riverside was incorporated in 1883 and has operated under the council-manager form of government established by City Charter in 1953. Seven members make up the City Council, elected for four-year terms by geographically designated wards (districts). The Mayor is elected at large and serves as presiding officer of the Council, interprets policies and programs to the community, and serves as official head of the City for ceremonial purposes. The Mayor has a voice in all council proceedings but votes only to break a City Council tie-vote. Members of the Council select a representative among themselves to serve as Mayor-Pro Tem. The City Council appoints the City Manager, City Attorney, and City Clerk in conformance with the City Charter.

The City's total budget of \$650 million reflects a staff of approximately 2,600. The City provides all traditional municipal services and also operates electric and water utilities, a municipal airport and regional library system.

Riverside's emphasis on public participation in the policy development process is evidenced by the establishment of 13 advisory boards and commissions, which review issues and make recommendations on a broad range of topics.

APPLICATION AND SELECTION PROCESS



An Equal Opportunity Employer

For additional information
regarding this opportunity,
contact:

Human Resources Department
Job Code 97002

3780 Market Street, Riverside, California 92501

(951) 826-5808 — Fax (951) 826-2552 — TDD (951) 826-2515 — www.RiversideCa.gov



Applications will be accepted until the position is filled. To be considered, please submit a city application along with a resume. Resumes will not be accepted in lieu of a City application. Applications will be screened in relation to the criteria outlined in this brochure. Top candidates will be selected for interviews and the final candidate will be subject to a background check. Riverside does not reimburse candidates for any expenses incurred as a result of this recruitment. Applications are available on-line at www.RiversideCa.gov. Please reference job code 97002 when applying. For additional information, please contact the Human Resources Department at (951) 826-5808. EOE